



**North Carolina Department of Health and Human Services
Division of Mental Health, Developmental Disabilities and Substance Abuse Services**

3008 Mail Service Center • Raleigh, North Carolina 27699-3008

Tel 919-715-2771 • Fax 919-733-4665 • Courier 56-20-24

Michael F. Easley, Governor
Dempsey Benton, Secretary

Michael S. Lancaster, M.D. and
Leza Wainwright, Directors

DATE: June 17, 2008

TO: DWI Services Applicants

**FROM: Lynn B. Jones, LPC, LCAS, Program Manager, DWI Services;
Thomas F. Watkins, CSAC, LCAS, CSI, Program Consultant**

RE: Authorization Process for DWI Services

Thank you for your interest in becoming a DWI service provider. Please review the following process for authorization to assist you in offering quality and effective programs for individuals with DWI offenses.

Step One: Participation in the New Provider Orientation.

This one day program will assist the new provider in understanding DWI Services within the larger context of substance abuse services administered by the North Carolina Division of Mental Health, Development Disabilities and Substance Abuse Services, Department of Health and Human Services. An overview of the legal and clinical complexities of this service will be provided. Look for scheduled sessions on the web site under the "application" link (www.ncdwiservices.org) and register with Tom Watkins at 919-733-0566 ext. 283).

Step Two: Submission of the application packet and authorization fee.

The application is reviewed by the Office of DWI Services and a response is given to the applicant within 20 business days. The applicant will be notified of any additional information or requirements that have not been met. The application may be printed from our web site. A site visit is then scheduled to complete the review process. Visits may be scheduled with Tom Watkins at 919-733-0566 ext. 283.

Step Three: On-Site Visit by DWI Services staff. The purpose of this visit is to ensure that the facility has met local building codes regarding sanitation, fire safety, and handicap accessibility; that it offers adequate space and a professional setting, and that records are securely maintained. Programming considerations will be reviewed as well.

Step Four: Participation in E508 training. The E508 system is the only means to verify completion of DWI Services for each individual with a conviction. Upon notification of authorization to provide DWI Services, the applicant may begin services and attend the next scheduled E508 training. Registration is required by calling Wayne Bailey at 910-202-5500.

The Office of DWI Services looks forward to working with you in developing DWI Services that will meet the needs of those men and women who will seek your assistance in resolving DWI issues.

